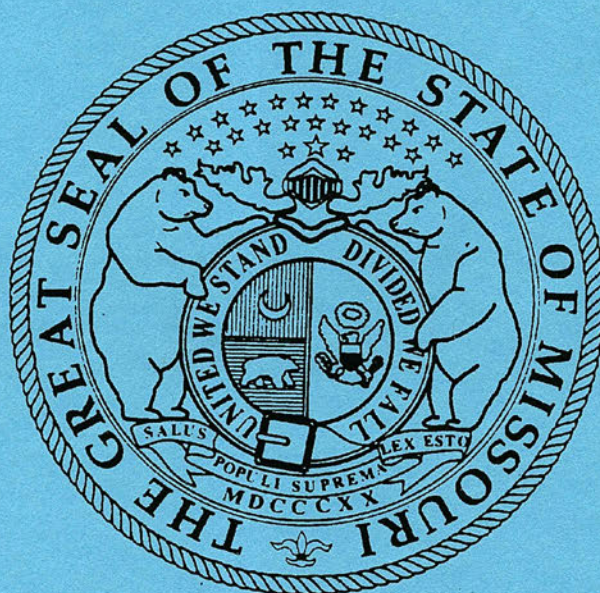


MISSOURI STATE LIBRARY
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DEPOSITORY LIBRARY HANDBOOK

State Publications Depository Library
System



MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-120 RSMo

January 1996

Missouri State Library

MLHC
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M678
1996

**Depository Library Handbook
State Publications Depository Library
System**

**Rebecca McDowell Cook
Secretary of State**

Missouri State Library

January, 1996

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Missouri State Documents Program: Authorization and Description

Sections 181.100-181.120 of the *Revised Statutes of Missouri, 1978* (House Bill 1021 passed in 1976) allowed for the first time an orderly access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials produced by state agencies, and agencies had problems getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications. In 1994 the shipping costs totaled \$2,894. Considering the wealth of information distributed, that is quite an accomplishment.

The depository law authorizes the Missouri State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated forty-two Missouri libraries as official state documents depositories. Fourteen of these libraries are full depositories which receive all state publications. Of those full depositories, the Missouri State Library, Missouri State Archives, Historical Society of Missouri, and Library of Congress are permanent depositories. Twenty-seven are partial depositories. All partial depositories receive a "core" group of state publications. Further, partial depositories are allowed to choose the agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection is in each area of the state, plus smaller collections in additional locations. Both public and academic libraries may be depository libraries, and all depository collections must be open to the public.

The depository law and rules for the Missouri Publications Depository Library System are on the following pages.

*Public access to government documents is essential to the
successful operation of democracy.*

--Congressman William S. Moorhead

Chapter 181, RSMo 1994

STATE LIBRARY

- 181.100. State publications and reports defined -- distribution of reports, requirements, charges, when.
181.110. State publications to be indexed and published -- cost of publication to be stated -- distribution.
181.120. Library to provide copies for state archives and historical society.
181.130. Depository agreements permitted, when.

181.100. State publications and reports defined -- distribution of reports, requirements, charges, when.

1. As used in sections 181.100 to 181.120, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

2. Other provisions of law to the contrary notwithstanding, all state agencies required to issue and distribute multiple-produced annual, biannual, or periodic reports shall distribute such reports without charge only to those persons and offices listed in subsection 4 of this section. For the purposes of sections 181.100 to 181.120, the word "report" means a state publication which is either a printed statement by a state agency, issued at specific intervals, which describes its operations and progress, and possibly contains a statement of its future plans; or a formal, written account of an investigation given by a person or group delegated to make the investigation. Such reports shall not be distributed to any other person, including members of the general assembly, state officeholders, other state agencies, divisions or departments, or to members of the public, except upon request.

3. No report described in subsection 2 of this section shall be distributed free of charge to any person or office, except as provided in subsection 4 of this section. Each recipient of any such report shall pay the cost of printing and postage, which cost shall be determined by the issuing agency prior to distribution of the document.

4. Each agency of state government which distributes annual, biannual, or periodic reports shall provide forty-five copies of each such document free of charge to the state library, along with a statement of the cost and address where additional copies of such report may be requested. Two copies of all reports shall be provided to the legislative library, one copy to the chief clerk of the house of representatives, one copy to the secretary of the senate, one copy to the supreme court library and one copy to the governor.

(L. 1976 H.B. 1021 § 2, A.L. 1983 H.B. 96, et al.)

181.110. State publications to be indexed and published -- cost of publication to be stated -- distribution.

The state library shall, under the direction of the secretary of state, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. Such list shall state the cost of each publication contained therein. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any library unless a request is made therefor.

(L. 1976 H.B. 1021 § 3, A.L. 1983 H.B. 96, et al., A.L. 1991 S.B. 197)

Effective 7-1-93

181.120. Library to provide copies for state archives and historical society.

In addition to the distribution of the publications as aforesaid, the library shall distribute two of the forty-five copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H.B. 1021 § 4, A.L. 1983 H.B. 96, et al.)

181.130. Depository agreements permitted, when.

The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H.B. 1021 § 5)

Standards for Depository Libraries

from the Code of State Regulations

TITLE 6 -- DEPARTMENT OF HIGHER EDUCATION

Division 20 -- State Library

Chapter 2 -- State Publications

Depository Library System

6 CSR 20-2.010 Types of Depository Libraries

PURPOSE: The State Library has the authority to designate public, college and university libraries to act as depositories for state government publications. This rule defines the two (2) types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.

(1) Depository libraries shall be of two types --

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least (1) full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area and Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository must select at least one (1) category of publications to be received in addition to the core collection.

*Auth: sections 181.021 and 181.130, RSMo (1986).
Original rule filed Aug. 15, 1977, effective Nov. 11, 1977.*

6 CSR 20-2.020 Standards for Depository Libraries

PURPOSE: The State Library will distribute state

publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications for all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the bases of geographic distribution, broadness of clientele served and ability to meet the conditions specified in the following section.

(2) A depository library shall--

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publication is encouraged;

(B) Provide interlibrary loan service for state publications is encouraged;

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be made available for use during any hours the library is open;

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located;

(E) Designate a professionally trained librarian to be responsible for service related to state publications and provide adequate support staff. This librarian need not spend full time on state publications;

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials;

(G) Process and shelve all state publications within thirty (30) days of receipt;

(H) Provide space to house publications, with adequate provision for expansion; and

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of these conditions or by a library by its own request.

*Auth: sections 181.021 and 181.130, RSMo (1986).
Original rule filed Aug.15, 1977, effective Nov.11, 1977.*

**Missouri State Document Depositories
Arranged Alphabetically**

✓ **Barry-Lawrence Regional Library**

213 6th Street
Monett, MO 65708
Documents Librarian: Cindy Frazier
Telephone: (417) 235-6646
Facsimile: (417) 235-6799
Depository Code: P38 Total Selected: 29

✓ **Cape Girardeau Public Library**

711 North Clark
Cape Girardeau, MO 63701
Documents Librarian: Betty Martin
Telephone: (573) 334-5279
E-Mail: sct001@mail.connect.more.net
Facsimile: (573) 334-8334
Depository Code: P31 Total Selected: 36

✓ **Central Methodist College**

Smiley Memorial Library
411 Central Methodist Square
Fayette, MO 65248
Documents Librarian: Rita Gulstad
Telephone: (816) 2248-3391 x421 or 292
E-Mail: rgulstad@cmc3.cmc.edu
Assisted by: Joy Dodson
Facsimile: (816) 248-3045
Depository Code P41 Total Selected: 47

✕ **Central Missouri State University**

Ward Edwards Library
Warrensburg, MO 64093
Documents Librarian: Patricia Antrim
Telephone: (816) 543-8515
E-Mail: antrim@cmsuvmbs.cmsu.edu
Assisted by: Becky Anderson
Assistant's Telephone: (816) 543-4149
Assistant's E-Mail:
anderson@cmsuvmbs.cmsu.edu
Facsimile: (816) 543-8001
Depository Code: F14

✕ **College of the Ozarks**

Lyons Memorial Library
Point Lookout, MO 65726
Documents Librarian: Ron Wyly
Telephone: (417) 334-6411 x3551
E-Mail: wyly@cofo.edu
Facsimile: (417) 334-3085
Depository Code: P40 Total Selected: 44

Daniel Boone Regional Library

P.O. Box 1267, 100 W. Broadway
Columbia, MO 65205
Documents Librarian: Nina Sappington
Telephone: (573) 443-3161 x359
E-Mail: nsapping@mail.coin.missouri.edu
Facsimile: (573) 443-3281
Depository Code: P42 Total Selected: 38

Eden Theological Seminary/Webster University

Eden-Webster Library
475 E. Lockwood Avenue
St. Louis, MO 63119
Documents Librarian: Sue Gold
Telephone: (314) 968-6952
E-Mail: sgold@library2.websteruniv.edu
Assisted by: Ellen Elicieri
Facsimile: (314) 968-7113
Depository Code: P26 Total Selected: 29

Jefferson College Library

1000 Viking Drive
Hillsboro, MO 63050
Documents Librarian: Sue Morgan
Telephone: (314) 789-3951 x162
E-Mail: smorgan2@bigcat.missouri.edu
Facsimile: (314) 789-3954
Depository Code: P48 Total Selected: 40

Jefferson County Library

P.O. Box 1486, 3021 High Ridge
High Ridge, MO 63049
Documents Librarian: Linda White
Telephone: (314) 677-8689
Assisted by: Jennelle Huff
Facsimile: (314) 677-1769
Depository Code: P47 Total Selected: 43

Kansas City Public Library

311 E. 12th Street
Kansas, City, MO 64106
Documents Librarian: Carol Bruegging
Telephone: (816) 221-2685
E-Mail: mr_carolb@kcpl.lib.mo.us
Assisted by: Patricia Cawthon
Facsimile: (816) 421-7484
Depository Code: F08

Kinderhook Regional Library

135 Harwood Ave.
Lebanon, MO 65536
Documents Librarian: ~~Cynthia Cantrell~~
Telephone: (417) 532-2148
E-Mail: ccantrel@mail.llion.org
Facsimile: (417) 532-7424
Depository Code: P32 Total Selected: 23

Library of Congress

Exchange and Gift Division
State Documents Section
10 First Street, SE
Washington, DC 20540-4290
Documents Librarian: Ed Malone
E-Mail: sdoc@loc.gov
Facsimile: (202) 707-2086
Depository Code: F05

Maryville University Library

13550 Conway Road
St. Louis, MO 63141
Documents Librarian: Paula Hubbard
Telephone: (314) 529-9494
E-Mail: paula@maryville.edu
Facsimile: (314) 529-9590
Depository Code: P21 Total Selected: 38

Mineral Area College

Learning Resource Center
Park Hills, MO 63601
Documents Librarian: Chris Burns
Telephone: (573) 431-4593
E-Mail: chris@mail.mac.cc.mo.us
Facsimile: (573) 431-2144
Depository Code: P35 Total Selected: 42

Missouri Southern State College Library

Joplin, MO 64801
Documents Librarian: Ed Wuch
Telephone: (417) 625-9770
E-Mail: wuch@vm.mssc.edu
Assisted by: Carlene Shember
Facsimile: (417) 625-9734
Depository Code: P39 Total Selected: 44

Missouri State Archives

P.O. Box 778, 600 West Main
Jefferson City, MO 65102
Documents Librarian: Joanna Perkins
Telephone: (573) 751-4225
E-Mail: jperkins@mail.more.net
Facsimile: (573) 526-7333
Depository Code: F02

Missouri State Library

P.O. Box 387, 600 West Main
Jefferson City, MO 65102
Documents Librarian: John Finley
Telephone: (573) 751-3075
E-Mail: jfinley@mail.more.net
Assisted by: Bryan Dunlap and Leann Hager
Facsimile: (573) 526-3612 Dep. Code: F01

Missouri Western State College

Hearnes Learning Resources Center
4525 Downs Drive
St. Joseph, MO 64507
Documents Librarian: Elizabeth Keller
Telephone: (816) 271-4573
E-Mail: refdesk@griffon.mwsc.edu
Facsimile: (816) 271-4573
Depository Code: F10

North Central Missouri College Library
P.O. Box 111, 1301 Main Street
Trenton, MO 63683
Documents Librarian: Robert M. Shields
Telephone: (816) 359-3948 x325
Facsimile: (186) 359-2211
Depository Code: P45 Total Selected: 24

X **Northeast Missouri State University**
Pickler Memorial Library
Kirksville, MO 63501
Documents Librarian: Karen McClaskey
Telephone: (816) 785-7416
E-Mail: LM05%nemomus@academic.nemostate.edu
Assisted by: Cindy Woods
Facsimile: (816) 785-4536
Depository Code: F11

X **Northwest Missouri State University**
B.D. Owens Library
Maryville, MO 64468
Documents Librarian: Jim Beasley
Telephone: (816) 562-1629
E-Mail: 0100356@northwest.missouri.edu
Facsimile: (816) 562-2153
Depository Code: F09

River Bluffs Regional Library
927 Felix Street
St. Joseph, MO 64501
Documents Librarian: Sharon Canter
Telephone: (816) 232-8151
E-Mail: uwk015@mail.connect.more.net
Facsimile: (816) 232-7516
Depository Code: P30 Total Selected: 53

Riverside Regional Library
204 South Union, P.O. Box 389
Jackson, MO 63755
Documents Librarian: Tasha Pratt
Telephone: (573) 243-8141
Facsimile: (573) 243-8142
Depository Code: P33 Total Selected: 41

St. Charles City-County Library
P.O. Box 529, 425 Spencer Road
St. Peters, MO 63376
Documents Librarian: Georgia Glidden
Telephone: (314) 447-2320
E-Mail: 427spencer@delphi.com
Assisted by: Emma Dittmar
Facsimile: (314) 926-3948
Depository Code: P22 Total Selected: 38

X **St. Louis County Library**
1640 S. Lindbergh Blvd.
St. Louis, MO 63131
Documents Librarian: Katherine Menz
Telephone: (314) 994-3300 x263
E-Mail: kmenz@showme.slcl.mo.us
Assisted by: Cristel Maassen
Facsimile: (314) 997-7602
Depository Code: P23 Total Selected: 53

X **St. Louis Public Library**
1301 Olive St.
St. Louis, MO 63103
Documents Librarian: Mary Lou Allen
Telephone: (314) 539-0375
E-Mail: C1737008@slvaxa.umsi.edu
Facsimile: (314) 539-0393
Depository Code: F06

X **St. Louis University Law Library**
3700 Lindell Blvd.
St. Louis, MO 63108-3478
Documents Librarian: Carol Moody
Telephone: (314) 977-2756
E-Mail: moodycl@sluvca.slu.edu
Assisted by: Patrick Lowery
Facsimile: (314) 977-3996
Depository Code: P24 Total Selected: 38

X **Southeast Missouri State University**
Kent Library
Cape Girardeau, MO 63701
Documents Librarian: Susan Higgerson
Telephone: (573) 651-2753 25756
E-Mail: c685lib@semovm.semo.edu
Assisted by: Robin Malone
Assistant's Phone: (573) 651-2756
Facsimile: (573) 651-2666
Depository Code: F12

Southwest Baptist University

Estep Library
1601 S. Springfield Street
Bolivar, MO 65613
Documents Librarian: Coleen Rose
Telephone: (417) 326-1652
E-Mail: crose@sbuniv.edu
Facsimile: (417) 326-1652
Depository Code: P46 Total Selected: 26

Southwest Missouri State University

Meyer Library
P.O. Box 175, 901 S. National
Springfield, MO 65804-0095
Documents Librarian: Byron Stewart
Telephone: (417) 836-4533
E-Mail: bys274f@vma.smsu.edu
Assisted by: Tammy Stewart
Facsimile: (417) 836-4538
Depository Code: F13

Southwest Missouri State University

West Plains Campus Library
123 N. Minnesota
West Plains, MO 65775
Documents Librarian: Evelyn Vetter
Telephone: (417) 256-9865
E-Mail: emv373t@vma.smsu.edu
Facsimile: (417) 256-2303
Depository Code: P36 Total Selected: 37

Springfield-Greene County Library

P.O. Box 737, 397 E. Central
Springfield, MO 65801
Documents Librarian: Michael Glenn
Telephone: (417) 869-4621
E-Mail: mglenn@ozarks.sgcl.lib.mo.us
Facsimile: (417) 869-0320
Depository Code P37 Total Selected: 24

State Historical Society of Missouri

Library
1020 Lowry Street
Columbia, MO 65201
Documents Librarian: JoAnn Tuckwood
Telephone: (573) 882-7083
E-Mail: tuckwooj@ext.missouri.edu
Assisted by: Tara K. Painter
Depository Code: F03

Three Rivers Community College

Rutland Library
Three Rivers Blvd.
Poplar Bluff, MO 63901
Documents Librarian: Gordon Johnston
Telephone: (573) 840-9656
E-Mail: gjohnsto@mail.coin.missouri.edu
Assisted by: Stacey Ward
Facsimile: (573) 840-9656
Depository Code: P34 Total Selected: 59

University of Missouri-Columbia

Elmer Ellis Library
Columbia, MO 65201
Documents Librarian: Sally Schilling
Telephone: (573) 882-6733
E-Mail: elliss@mizzou1.missouri.edu
Assisted by: Tammi Smith
Facsimile: (573) 882-8044
Depository Code: F15

University of Missouri-Columbia

School of Law Library
224 Hulston Hall
Columbia, MO 65211
Documents Librarian: Cindy Shearrer
Telephone: (573) 882-1131
E-Mail: shearrer@law.missouri.edu
Facsimile: (573) 882-9676
Depository Code: P43 Total Selected: 33

University of Missouri-Kansas City

Miller Nichols Library
5100 Rockhill Road
Kansas City, MO 64110
Documents Librarian: Christine Angolia
Telephone: (816) 235-1536
E-Mail: cangolia@cctr.umkc.edu
Assisted by: Andrew Mangels
Assistant's Phone: (816) 235-1281
Facsimile: (816) 333-5584
Depository Code: P27 Total Selected: 47

✂ **University of Missouri-Kansas City**
Law Library
5100 Rockhill Road
Kansas City, MO 64110
Documents Librarian: Janet McKinney
Telephone: (816) 235-2438
E-Mail: jmckinney@smtpgate.umkc.edu
Assisted by: Evalyn Bollinger
Assistant's Phone: (816) 235-2630
Assistant's E-Mail: bollinge@smtpgate.umkc.edu
Facsimile: (816) 235-5274
Depository Code: P28 Total Selected: 46

✂ **University of Missouri-Rolla Library**
Documents Section
Rolla, MO 65401
Documents Librarian: Lisa Recupero
Telephone: (573) 341-4227
E-Mail: recupero@umr.edu
Assisted by: Gerda Adawi-White
Assistant's Phone: (573) 341-4015
Facsimile: (573) 341-4233
Depository Code: P44 Total Selected: 39

✂ **University of Missouri-St. Louis**
Thomas Jefferson Library
8001 Natural Bridge Road
St. Louis, MO 63121
Documents Librarian: Frances Piesbergen
Telephone: (314) 516-5084
E-Mail: sfrpies@umslvma.umsl.edu
Assisted by: Pat Cosgrove
Facsimile: (314) 516-5853
Depository Code: F07

✂ **Washington University Law Library**
Mudd Building, 1 Brookings Drive
St. Louis, MO 63130
Documents Librarian: Dorie Bertram
Telephone: (314) 935-6484
E-Mail: bertram@wulaw.wustl.edu
Assisted by: Melinda Turner
Facsimile: (314) 935-7125
Depository Code: P25 Total Selected: 59

William Jewell College
Charles F. Curry Library
500 College Hill
Liberty, MO 64068
Documents Librarian: Kenette Harder
Telephone: (816) 781-7700 x5467
E-Mail: wjc_kenette@kcpl.lib.mo.us
Assisted by: Ann Stanley
Facsimile: (816) 781-0824
Depository Code: P29 Total Selected: 44

Missouri State Document Depositories Arranged by City

Bolivar

Southwest Baptist University

Cape Girardeau

Cape Girardeau Public Library
Southeast Missouri State University

Columbia

Daniel Boone Regional Library
State Historical Society of Missouri
University of Missouri-Columbia
U.M. C. School of Law Library

Fayette

Central Methodist College

High Ridge

Jefferson County Library

Hillsboro

Jefferson College Library

Jackson

Riverside Regional Library

Jefferson City

Missouri State Archives
Missouri State Library

Joplin

Missouri Southern State College Library

Kansas City

Kansas City Public Library
University of Missouri-Kansas City
U.M.K.C. Law Library

Kirksville

Northeast Missouri State University

Lebanon

Kinderhook Regional Library

Liberty

William Jewell College

Maryville

Northwest Missouri State University

Monett

Barry-Lawrence Regional Library

Park Hills

Mineral Area College

Point Lookout

College of the Ozarks

Poplar Bluff

Three Rivers Community College

Rolla

University of Missouri-Rolla Library

St. Joseph

Missouri Western State College
River Bluffs Regional Library

St. Louis

Eden Theological Seminary/Webster University
Maryville University Library
St. Louis County Library
St. Louis Public Library
St. Louis University Law Library
University of Missouri-St. Louis
Washington University Law Library

St. Peters

St. Charles City-County Library

Springfield

Southwest Missouri State University
Springfield-Greene County Library

Trenton

North Central Missouri College Library

Warrensburg

Central Missouri State University

West Plains

Southwest Missouri State University

Missouri State Document Depositories Arranged Alphabetically by Personnel

(Note: When the assistant's phone number was unknown, the supervisor's number was used.)

<u>Name</u>	<u>Institution</u>	<u>Telephone</u>
Adawi-White, Gerda	University of Missouri-Rolla	(573) 341-4015
Allen, Mary Lou	St. Louis Public Library	(314) 539-0375
Anderson, Becky	Central Missouri State University	(816) 543-4149
Antrim, Patricia	Central Missouri State University	(816) 543-8515
Beasley, Jim	Northwest Missouri State University	(816) 562-1629
Bollinger, Evalyn	University of Missouri-K.C./Law	(816) 235-5274
Bruegging, Carol	Kansas City Public Library	(816) 221-2685
Burns, Chris	Mineral Area College	(573) 431-4593
Burtram, Dorie	Washington University Law Library	(314) 935-6484
Canter, Sharon	River Bluffs Regional Library	(816) 232-8151
Cantrell, Cynthia	Kinderhook Regional Library	(417) 532-2148
Cawthon, Patricia	Kansas City Public Library	(816) 221-2685
Dittmar, Emma	St. Charles City-County Library	(314) 447-2320
Dodson, Joy	Central Methodist College	(816) 248-3391
Dunlap, Bryan	Missouri State Library	(573) 526-7649
Elicieri, Ellen	Eden Theological Seminary/Webster Univ.	(314) 968-6952
Finley, John	Missouri State Library	(573) 751-3075
Frazier, Cindy	Barry-Lawrence Regional Library	(417) 235-6646
Glenn, Michael	Springfield-Greene County Library	(417) 869-4621
Glidden, Georgia	St. Charles City-County Library	(314) 447-2320
Gold, Sue	Eden Theological Seminary/Webster Univ.	(314) 968-6952
Gulstad, Rita	Central Methodist College	(816) 248-3391 x421
Hager, Leann	Missouri State Library	(573) 751-1824
Harder, Kennette	William Jewell College	(816) 781-7700 x5467
Higgerson, Susan	Southeast Missouri State University	(573) 651-2753
Hubbard, Paula	Maryville University Library	(314) 529-9590
Huff, Jennelle	Jefferson County Library	(314) 677-8689
Johnston, Gordon	Three Rivers Community College	(573) 840-9656
Keller, Elizabeth	Missouri Western State College	(816) 271-4573
Lazarus, David	University of Missouri-K.C.	(816) 235-1536
Lowery, Patrick	St. Louis University Law Library	(314) 658-2756
McClaskey, Karen	Northeast Missouri State University	(816) 785-7416
McKinney, Janet	University of Missouri-K.C./Law	(816) 235-2436
Maassen, Cristel	St. Louis County Library	(314) 994-3300
Malone, Ed	Library of Congress	Unknown
Malone, Robin	Southeast Missouri St. University	(573) 651-2756
Mangels, Andrew	University of Missouri-K.C.	(816) 235-1281
Martin, Betty	Cape Girardeau Public Library	(573) 334-5279
Menz, Katherine	St. Louis County Library	(314) 994-3300 x263
Moody, Carol	St. Louis University Law Library	(314) 977-2756
Morgan, Sue	Jefferson College Library	(314) 677-8689
Painter, Tara K.	State Historical Society of Missouri	(573) 882-7083
Perkins, Joanna	Missouri State Archives	(573) 751-4225
Piesberger, Frances	University of Missouri-St. Louis	(314) 516-5084

<u>Name</u>	<u>Institution</u>	<u>Telephone</u>
Pratt, Tasha	Riverside Regional Library	(573) 243-8141
Recupero, Lisa	University of Missouri-Rolla	(573) 341-4227
Rose, Coleen	Southwest Baptist University	(417) 326-1652
Sappington, Nina	Daniel Boone Regional Library	(573) 443-3161 x359
Schilling, Sally	University of Missouri-Columbia	(573) 882-6733
Shearrer, Cindy	University of Missouri-Columbia/Law	(573) 882-1131
Shember, Carlene	Missouri Southern State College Library	(417) 625-9770
Shields, Robert	North Central Missouri College Library	(816) 359-3948 x325
Smith, Tammi	University of Missouri-Columbia	(573) 882-6733
Stanley, Ann	William Jewel College	(816) 781-7700
Stewart, Byron	Southwest Missouri State University	(417) 836-4533
Stewart, Tammy	Southwest Missouri State University	(417) 836-4533
Tuckwood, JoAnn	State Historical Society of Missouri	(573) 882-7083
Turner, Melinda	Washington University Law Library	(314) 935-6484
Vetter, Evelyn	Southwest Missouri State University	(417) 256-9865
Ward, Stacey	Three Rivers Community College	(573) 840-9656
White, Linda	Jefferson County Library	(314) 677-8689
Woods, Cindy	Northeast Missouri State University	(816) 785-7416
Wuch, Ed	Missouri Southern State College Library	(417) 625-9770
Wyly, Ron	College of the Ozarks	(417) 334-6411 x3551

Types of Publications Distributed

Core Documents

State government publications designated as "core" documents are distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Most core documents provide news on important subjects or statistical or directory information. Titles on the core list are reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which should be considered for core documents. When a new publication is instituted by a state agency, the State Library decides whether it should be added to the core list. Placing these publications in every depository ensures accessibility throughout the state.

A list of the current core documents may be found on the next page.

All Other Publications

Publications not on the "core list" are distributed to all full depositories. They are distributed to partial depositories depending on the choices which the libraries have made from approximately 50 publication categories. Partial depositories have the opportunity to change their selections annually.

A list of the categories follow the list of core items.

¹The law defines "state publication" broadly so that it covers all types of publications. However, the State Library can exempt from distribution publications which it determines have little value. On the advice of depository librarians, several serials have been exempted. Though the depository law covers state university publications, the system so far has concentrated on the executive and legislative branches.

Agencies are not required to supply publications retrospectively to depository libraries.

Core Documents 1995

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistics or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

Publications not on the core list will be distributed to all full depositories and to some partial depositories, depending on the choices they make of categories of publications they wish to receive.

Office of Administration

Missouri state executive branch directory (annual) **AD 4:Ex 3/yr.**
Childrens Trust Fund annual report **AD.CTF 1:yr.**

Division of Accounting

Comprehensive annual financial report (annual) **AD.Ac 1:yr.**
Annual report of the Old Age, Survivors, Disability and
Health Insurance Program **AD.Ac 13:yr.**
Appropriation Activity Report **AD.Ac 7:yr.**

Division of Budget & Planning

Missouri executive budget (annual) **GOV 8:yr.**
Missouri executive budget summary (Annual) **GOV 8/2:yr.**
Budget Message **GOV 8/3:yr.**

Division of Data Processing & Telecommunications

Missouri state telephone directory (annual) **AD.Dp 4:T 23/yr.**
Annual data processing report and plan **AD.Dp 8:yr.**

Missouri Ethics Commission

Missouri annual campaign finance report **AD.Et 1:yr.**

Missouri Head Injury Advisory Council

Annual report and action plan **AD.He 1:yr.**

Health and Educational Facilities Authority

Annual report **AD.Hea 1:yr.**

Division of Personnel

Annual report **AD.Per 1:yr.**

Agriculture Department

Biennial report **AG 1B:yr.**

Agriculture Department(cont.)

Missouri Agricultural Statistics Office
Missouri farm facts (annual) **AG.St 8:yr.**

Attorney General

Annual report **ATG 1:yr.**

Auditor

Annual report **AUD 1:yr.**

Children's Services Commission

Annual report **CHIL 1:yr.**

Conservation Department

Annual report **CON 1:yrs.**
Wildlife code of Missouri (annual) **CON 5:W 64/yr.**

Corrections Department

Annual report **CORR 1:yr.**

Classification & Assignment Unit

Commitments releases: Annual financial report **CORR.C1:yrs.**

Probation & Parole Board

Annual report **CORR.Pr 1:yrs.**

Economic Development Department

Annual report (if published)
Missouri corporate planner (loose leaf, irregular) **ECON 2:C 81/yr.**
Missouri new and expanding industry **ECON 9:yr.**

Division of Finance

Biennial report **ECON.Fin 1B:yrs.**

Office of Public Counsel

Annual report **ECON.Pub 1:yrs.**

Public Service Commission

Annual report **ECON.Pu 1:yrs.**

Division of Tourism

Missouri travel guide **ECON.To 8:yr.**

Department of Elementary & Secondary Education

Missouri school directory (annual) **ED 4:Sch 1/yrs.**
Missouri school laws (Looseleaf; irregular) **ED 5:Sch 1/yr./supp.**
Missouri schools (monthly except for June, July August) **ED 10:**
Report of the Public Schools of Missouri **ED 1:yrs.**

Department of Elementary & Secondary Education(cont.)

State Council on Vocational Education

Annual report **ED.Co 1:yr.**

NOTE: Formerly classed ED.Adv 1:yr.

General Assembly

Joint Committee on Correctional Institutions and Problems

Annual committee report of the Jt. Committee on Correctional
Institutions and problems (annual) **GA.Cor 1:yr.**

House

Manual: List of members, officers, committees, and the
rules of the House/Senate (biennial) **GA.Ho 7:yr.**

Summaries of truly agreed to finally passed bills (annual) **GA.Ho 15:yr.**

Legislative Research Committee

Classified index, truly agreed to finally passed House/
Senate bills (annual) **GA.Leg 7/2:yr.**

Revised statutes of Missouri (every 10 years) **GA.Leg 5:St 2/vol**

Supplement to revised statutes (annual) **GA.Leg 5:St 2/vol/supp.**

Senate

A summary of legislation truly agreed to & finally passed
by the General Assembly (annual) **GA.Sen 10:yr.**

Senate Appropriations Committee

Budget Summary **GA.Sen/Ap 10:yr.**

Governor

Missouri executive budget (annual) **GOV 8:yr.**

Missouri executive budget summary (annual) **GOV 8/2:yr.**

Budget Message **GOV 8/3:yr.**

Health Department

Biennial report **HEA 1B:yr.**

Directory of hospital & related health services (annual) **HEA 4:H 79/2/yr.**

Licensed ambulance services directory **HEA 4:Am 1/yr.**

Center for Health Statistics

Missouri hospital profiles **HEA.Ce 2:H 79/2/yr.**

Missouri vital statistics (annual) **HEA.Ce 9:yr.**

Missouri vital statistics (monthly) **HEA.Ce 10:vol/mo**

Division of Maternal, Child and Family Health

Bureau of Perinatal Health Care

Missouri high risk maternity and child care program (Annual) **HEA.Pe 1:yr.**

NOTE: Formerly classed HEA.MR 1:yr.

Higher Education Department

Annual report **HI 1:yr.**

Highway & Transportation Department

Annual report (Title varies) **HIGH 1:yr.**

Biennial report **HIGH 1B:yrs.**

Missouri rail plan **HIGH 12:yr.**

Official highway map (biennial) **HIGH 3:H 53/yr.**

Division of Maintenance & Traffic

Missouri state highway system traffic accident statistics (annual) **HIGH.Ma 10:yr.**

Insurance Department

Annual report and statistical data **INS 1:yr.**

Judicial Branch

Missouri judicial report (annual) **JUD 1:yrs.**

Judicial Finance Commission

Annual report **JUD.Fi 1:yrs.**

Office of State Public Defender

Missouri's public defender & appointed counsel programs:

Annual statistical report **JUD.Pu 1:yrs.**

Lieutenant Governor

Annual report (if published)

Labor & Industrial Relations Department

Annual report **LI 1:yr.**

Labor laws of Missouri (biennial)

Missouri Department of Labor & Industrial Relations Law **LI 5:L 11/1**

Missouri Employment Security Law and Regulations **LI 5:L 11/2/yr.**

Missouri State Board of Mediation Law & Regulations **LI 5:L 11/4/yr.**

Missouri Workers' Compensation Law and Regulations **LI 5:L 11/6/yr.**

Division of Employment Security

Missouri area labor trends (monthly) **LI.Em 11:yr/mo.**

Governor's Commission on Employment of People with Disabilities

Annual report **LI.Ha 1:yr.**

Human Rights Commission

Annual report **LI.Hu 1:yrs.**

Mental Health Department

Annual report **MH 1/2:yrs.**

Mental health statistics (annual) **MH 1:yrs.**

Plan update **MH 9:yrs.**

Division of Alcohol & Drug Abuse

ADAMIS annual report **MH.Alc 1:yr.**

ADAMIS progress report **MH.Alc 1/2:yr.**

Alcohol Related Traffic Offender Program Annual report **MH.Alc 11:yrs.**

Department of Natural Resources

Annual report NR 1:yr.

Environmental Improvement and Energy Resources Authority

EIERA annual report NR.Ei 1:yr.

Division of Energy

Missouri energy profiles NR.En 10:yr.

Division of Environmental Quality

Air Pollution Control Program

Annual report NR.Env/Ai 1:yr.

Land Reclamation Commission

Annual report NR.Env/La 1:yr.

Annual Report of the Abandoned Mine Land Section NR.Env/La 7:yr.

Water Quality Program

Missouri water quality report NR.Env/Wa 2:W 29/yr.

Waste Management Program

Annual report NR.Env/WM 1:yrs.

Hazardous Waste Remedial Fund, etc. annual report NR.Env/WM 8:yrs.

Confirmed abandoned or uncontrolled hazardous waste disposal sites in
Missouri NR.Env/WM 9:yr.

Division of State Parks

Missouri Outdoor Recreation Plan NR.Pa 2:Ou 8/yr.

Historic Preservation Program

Annual Report NR.Pa/Hi 1:yr.

State Park Advisory Board

Annual Report NR.Pa/Adv 1:yr.

Missouri Occupational Information Coordinating Committee

Career guide (biennial) OI 2:C 23/yr.

Public Safety Department

Annual report (if published)

Adjutant General

Annual report PS.Adj 1:yrs.

Fire Marshal

Annual report (if published)

Public Safety Department(cont.)

Highway Patrol

Annual report **PS.Hp 1:yr.**

Missouri traffic crashes (annual) **PS.Hp 7:yr.**

Missouri Crime Summary

Highway Safety

Annual report (Title varies) **PS.Hi 1:yr.**

Missouri State Employees Retirement System

Annual report **RET 1:yrs.**

Revenue Department

Annual combined financial report of the department of Revenue and the State Treasurer

REV 1:yrs.

Horse Racing Commission

Annual report **REV.Ho 1:yr.**

Lottery Commission

Annual report **REV.Lo 1:yrs.**

Division of Motor Vehicle & Driver's Registration

Missouri driver guide (irregular) **REV.Mo 2:D 83/yr.**

Division of Taxation

Missouri tax forms package MoX (annual) **REV.Ta 11:yr.**

Tax Commission

Annual report of the proceedings & decisions of the State Tax Commission of Missouri

REV.Tax 1:yr.

Public School Retirement System

Annual report **SCH 1:yrs.**

Non-Teacher School Employee Retirement System of Missouri

Annual report **SCH.No 1:yrs.**

Social Services Department

Annual report **SOC 1:yrs.**

Division of Aging

Licensed skilled nursing, intermediate care, residential care and adult boarding facilities in Missouri (annual) **SOC.Ag 4:N 93/2/yr.**

Division of Family Services

Annual report **SOC.Fa 1:yrs.**

Children's Services Program

Annual report **SOC.Fa/Ch 1:yr.**

Child abuse and neglect in Missouri (annual) **SOC.Fa/Ch 11:yr.**

Social Services Department(cont.)

Division of Youth Services

Annual report **SOC.Yo 1:yrs.**

Missouri Juvenile Court Statistics (annual) **SOC.Yo 9:yr.**

Advisory Board report (annual) **SOC.Yo 12:yr.**

Secretary of State

Certification of candidates for general election (biennial) **SS 8:yrs.**

Certification of candidates for primary election (biennial) **SS 7:yrs.**

Constitution of the State of Missouri (irregular) **SS 5:C 76/yr.**

Democratic state convention (quadrennial) **SS 4:D 39/yrs.**

Democratic state committees & slates of candidates (biennial)
SS 4:C 73/Dem/yrs.

Election laws of the State of Missouri (frequent supplements)
SS 5:El 2/yrs.

General assembly roster (biennial) **SS 4:G 28/yrs.**

Official manual (biennial) **SS 10:yrs.**

Primary elections returns (biennial) **SS 9:yrs.**

Republican state convention (quadrennial) **SS 4:R 29/yrs.**

Republican state committees & slates of candidates (biennial)
SS 4:R 73/Rep/yrs.

Roster of state, district & county officers (biennial)
SS 4:St 2/yrs.

Journal House-Senate & Index (annual) (microfiche) **SS 11:yr/Ho/Sen/Index**

Laws of Missouri (annual) **SS 5:L 44/yr.**

Division of Administrative Rules

Code of state regulations annotated (looseleaf) **SS.Ad 5:R 26/yr/mo.**

Missouri register (bi-monthly) **SS.Ad 10:vol/no.**

Missouri State Library

Annual report **SS.Li 1:yr.**

Directory of Missouri libraries: public, special, college and university libraries (annual)
SS.Li 4:L 61/yr.

Records Management and Archives Service

Annual report **SS.Re 1:yrs.**

Agency Code List 1997

Following is a list by agency of all of the categories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed usually will range from 18-45.

<u># of Copies</u>	<u>Agency Code</u>
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Office of Administration

29	AD-1	Accounting Division
34	AD-2	Budget & Planning Division
27	AD-3	Personnel Division
26	AD-4	Remainder of Office of Administration. Central Purchasing; Design & Construction; Data Processing and Telecommunications; Administrative Hearing Commission; Health and Education Facilities Authority; Missouri Ethics Commission; Children's Trust Fund

Agriculture Department

31	AG-1	Missouri Agricultural Statistics Office NOTE: Formerly Crop & Livestock Reporting Service
25	AG-2	Remainder of Agriculture Department. All divisions and Central Office.

Attorney General

34	ATG-1	Attorney General
41	ATG-2	Consumer Protection Division

Auditor

24	AUD-1	Auditor
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Children's Services Commission

33	CHIL-1	Children's Services Commission
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Conservation Department

41	CON-1	Conservation Department - General Publications on hunting and fishing; wildlife; forestry; rare and endangered species; hiking trails; etc.
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**# of
Copies Agency
Code**

26 CON-2 **Conservation Department**
Conservation Department - Technical
Technical reports from Fisheries, Forestry, and
Wildlife Divisions.

Corrections Department

33 CORR-1 Corrections Department
Includes Division of Adult Institutions & Board
of Probation and Parole.

Economic Development Department

36 ECON-1 State Council on the Arts

28 ECON-3 Finance Division

37 ECON-5 Public Service Commission
All publications except Reports

25 ECON-6 Public Service Commission - Reports

41 ECON-7 Professional Registration Division

41 ECON-8 Tourism Division

44 ECON-9 Remainder of Economic Development Department.
Includes Central Office, Credit Unions Division; Housing Development Commission;
Public Counsel; Missouri Women's Council; Small Business Office; Missouri Corporation
for Science & Technology; Job Development & Training Division; Film
Commission.

Elementary & Secondary Education Department

42 ED-1 Elementary & Secondary Education Department

General Assembly

35 GA-1 Bills and Journals

31 GA-2 Other publications of the General Assembly.

Governor

38 GOV-1 Governor

Health Department

41 HEA-1 Health Department

**# of
Copies Agency
Code**

Higher Education Department

41	HI-1	Higher Education Department - Central Office
43	HI-2	State Historical Society
36	HI-4	Institutions of Higher Education
27	HI-5	University of Missouri Extension Publications

Insurance Department

40	INS-1	Insurance Department (Formerly ECON-4)
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Judicial Branch

30	JUD-1	Judicial Department
44	JUD-2	Missouri Bar

Lieutenant Governor

26	LG-1	Lieutenant Governor
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Labor Industrial Relations Department

44	LI-1	Employment Security Division
41	LI-2	Human Rights Commission
30	LI-3	Remainder of LIR Department. Includes Central Office; Committee on the Employment of the Handicapped; Labor Standards Division; Workers' Compensation Division; Mediation Board.

Mental Health Department

41	MH-1	Mental Health Department
25	MH-2	State Mental Health Institutions

Natural Areas Committee

39	NAC-1	Natural Areas Committee
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Natural Resources Department

42	NR-1	Environmental Quality Division
33	NR-2	Geology & Land Survey Division – General

**# of Agency
Copies Code**

Natural Resources Department

25	NR-2-A	Geology & Land Survey Division - Technical Technical reports and news releases
36	NR-3	Energy Division
41	NR-4	State Parks Division
38	NR-5	Remainder of Natural Resources Department. Includes Central Office; State Environmental Improvement and Energy Resources Authority.

Missouri Occupational Information Coordinating Committee

39	OI-1	Missouri Occupational Information Coordinating Committee
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Public Safety Department

29	PS-1	Adjutant General Includes State Emergency Management Agency (SEMA); National Guard
39	PS-3	Highway Patrol, includes Statistical Analysis Center (SAC)
34	PS-4	Remainder of Public Safety Department. Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division; Advisory Group on Juvenile Justice and Delinquency Prevention; Missouri Veterans Commission, Missouri Gaming Commission.

Missouri State Employees Retirement System

29	RET-1	Missouri State Employees Retirement System
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Revenue Department

41	REV-1	Revenue Department Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission, Lottery Commission.
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Public School Retirement System

24	SCH-1	Public School Retirement System
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Social Services Department

42	SOC-1	Aging Division
41	SOC-2	Family Services Division

**# of Agency
Copies Code**

Social Services Department

37	SOC-3	Remainder of Social Services Department. Includes Planning & Budget Division; State Health Planning Division; Youth Services Division; Data Processing, and Child Support Enforcement.
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Secretary of State

45	SS-1	Secretary of State
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43	SS-2	State Library
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Treasurer

31	TR-1	Treasurer
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Transportation Department

33	TRAN-1	Transportation Department - General Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard specification; brochures; other publications.
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21	TRAN-2	Transportation Department - Technical Research reports on technical aspects of highway construction.
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Agency Code List 1995

Following is a list by agency of all of the categories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed usually will range from 18-45.

of **Agency**
Copies **Code**

Office of Administration

29	AD-1	Accounting Division
37	AD-2	Budget & Planning Division
28	AD-3	Personnel Division
26	AD-4	Remainder of Office of Administration. Central Purchasing; Purchasing; Design & Construction; Data Processing and Telecommunications; Administrative Hearing Commission; Health and Education Facilities Authority; Missouri Ethics Commission; Children's Trust Fund

Agriculture Department

33	AG-1	Missouri Agricultural Statistics Office NOTE: Formerly Crop & Livestock Reporting Service
26	AG-2	Remainder of Agriculture Department. All divisions and Central Office.

Attorney General

33	ATG-1	Attorney General
43	ATG-2	Consumer Protection Division

Auditor

24	AUD-1	Auditor
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Children's Services Commission

35	CHIL-1	Children's Services Commission
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Conservation Department

42	CON-1	Conservation Department - General Publications on hunting and fishing; wildlife; forestry; rare and endangered species; hiking trails; etc.
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**# of
Copies Agency
Code**

Conservation Department

28 CON-2 Conservation Department - Technical
Technical reports from Fisheries, Forestry, and
Wildlife Divisions.

Corrections Department

33 CORR-1 Corrections Department
Includes Division of Adult Institutions & Board
of Probation and Parole.

Economic Development Department

38 ECON-1 State Council on the Arts

30 ECON-3 Finance Division

37 ECON-5 Public Service Commission
All publications except Reports

27 ECON-6 Public Service Commission - Reports

42 ECON-7 Professional Registration Division

42 ECON-8 Tourism Division

45 ECON-9 Remainder of Economic Development Department.
Includes Central Office, Credit Unions Division; Housing Development
Commission; Public Counsel; Council on Women's Economic
Development & Training; Small Business Office; Missouri Corporation
for Science & Technology; Job Development & Training Division; Film
Commission.

Elementary & Secondary Education Department

43 ED-1 Elementary & Secondary Education Department

General Assembly

42 GA-1 Bills and Journals

30 GA-2 Other publications of the General Assembly.

**# of
Copies Agency
Code**

Governor

39 GOV-1 Governor

Health Department

43 HEA-1 Health Department

Higher Education Department

43 HI-1 Higher Education Department - Central Office

44 HI-2 State Historical Society

36 HI-4 Institutions of Higher Education

Highway & Transportation Department

35 HIGH-1 Highway & Transportation Department - General Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard specification; brochures; other publications.

20 HIGH-2 Highway & Transportation Department - Technical Research reports on technical aspects of highway construction.

Insurance Department

41 INS-1 Insurance Department
(Formerly ECON-4)

Judicial Branch

29 JUD-1 Judicial Department

44 JUD-2 Missouri Bar

Labor Industrial Relations Department

45 LI-1 Employment Security Division

42 LI-2 Human Rights Commission

30 LI-3 Remainder of LIR Department. Includes Central Office; Committee on the Employment of the Handicapped; Labor Standards Division; Workers' Compensation Division; Mediation Board.

**# of Agency
Copies Code**

Lieutenant Governor

29 LG-1 Lieutenant Governor

Mental Health Department

43 MH-1 Mental Health Department

24 MH-2 State Mental Health Institutions

Natural Areas Committee

40 NAC-1 Natural Areas Committee

Natural Resources Department

44 NR-1 Environmental Quality Division

36 NR-2 Geology & Land Survey Division - General

27 NR-2-A Geology & Land Survey Division - Technical
Technical reports and news releases

39 NR-3 Energy Division

42 NR-4 State Parks Division

38 NR-5 Remainder of Natural Resources Department.
Includes Central Office; State Environmental Improvement and Energy Resources
Authority.

Missouri Occupational Information Coordinating Committee

40 OI-1 Missouri Occupational Information Coordinating Committee

Public Safety Department

28 PS-1 Adjutant General
Includes ~~Disaster Planning Office~~, National Guard
State Emergency Management Agency,

38 PS-3 Highway Patrol, includes Statistical Analysis Center (SAC)

32 PS-4 Remainder of Public Safety Department.
Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control
Division; Water Safety Division; Advisory Group on Juvenile Justice and Delinquency
Prevention; Missouri Veterans Commission

**# of Agency
Copies Code**

Missouri State Employees Retirement System

27 RET-1 Missouri State Employees Retirement System

Revenue Department

43 REV-1 Revenue Department
Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission, Lottery Commission, Horse Racing Commission.

Public School Retirement System

23 SCH-1 Public School Retirement System

Social Services Department

42 SOC-1 Aging Division

43 SOC-2 Family Services Division

38 SOC-3 Remainder of Social Services Department.
Includes Planning & Budget Division; State Health Planning Division; Youth Services Division; Data Processing, and Child Support Enforcement.

Secretary of State

45 SS-1 Secretary of State

41 SS-2 State Library

Treasurer

33 TR-1 Treasurer

Publication Contacts

The State Library relies on the designated "Publications Contact" for each agency to supply us with documents for the depository program. The decision on whether to designate a single Publications Contact for an entire office or department or a separate contact for each division is made by each department director and elected officials.

Those Publications Contacts who are in charge of large departments or divisions may need to designate additional persons within their organizations who will be responsible for providing them with the necessary number of publications. If additional copies of this handbook are needed for these secondary publications contacts, please contact the State Documents Librarian at the State Library.

Please check the following list and notify the State Library immediately of any changes in names, addresses or phone numbers. Please inform the Library also of any changes in the future.

Administration, Office Of

Accounting Division

AD-1

Carol Kaylor 751-1899
Diane Jurgensmeyer 751-1168
PO Box 809, 570 Truman Bldg., Jefferson City, MO 65102

Workers Compensation Unit

AD-1-WRK

Irwin, Terry 751-4044
PO Box 809, Truman Bldg. Rm. 760, Jefferson City, MO 65102

Budget and Planning Division

AD-2

Armstrong, Marcella 751-3925
PO Box 809, Capitol Bldg. Rm. 124, Jefferson City, MO 65102

Division of Personnel

AD-3

Nichols, Susan 751-3053
PO Box 388, Truman Bldg. Rm. 430, Jefferson City, MO 65102

Personnel Advisory Board

AD-3-ADV

Stumpe, Doris 751-1660
PO Box 388, Truman Bldg., Rm. 430, Jefferson City, MO 65102

Public Information

AD-4

Contact 751-1851
PO Box 809, Rm. 125 Capitol, Jefferson City, MO 65102

Children's Trust Fund

AD-4-CTF

Boyce, Leigh 751-5147
PO Box 1641, Jefferson City, MO 65102

Design and Construction Division

AD-4-DES

Buddette, Cindy 751-2489
PO Box 809, Truman Bldg., Rm. 780, Jefferson City, MO 65101

Administration, Office Of (cont.)

Data Processing and Telecommunications

AD-4-DPT

Bisges, Roger 751-3129
Truman Bldg. Rm. 280, PO Box 809, Jefferson City, MO 65102

Missouri Ethics Commission

AD-4-ETH

Sinnett, Marion 751-2020
221 Metro Drive, PO Box 1254, Jefferson City, MO 65102

Head Injury Advisory Council

AD-4-HE

Vaughn, Susan 751-9003
Lorenz, Lois 751-9003
PO Box 809, Truman Bldg., Rm. 760, Jefferson City, MO 65102

Health and Educational

AD-4-HEA

Executive Director 314-231-3355
One City Centre, Suite 1310, St. Louis, MO 63101

Purchasing Division

AD-4-PUR

Vanderfelt, Glenda 751-3273
Truman Bldg., Rm. 580, Jefferson City, MO 65101

Risk Management

AD-4-RISK

Branson, Glenda 751-1214
PO Box 809, Truman Bldg., Rm. 760, Jefferson City, MO 65102

Agriculture Department

Missouri Agricultural Statistics

AG-1

Schlegel, Marlowe 573-876-0950
PO Box L, Columbia, MO 65205

Information Services

AG-2

Oxeenhandler, Sally 751-4645
Anderson, Gail
PO Box 630, 1616 Missouri Blvd., Jefferson City, MO 65109

Market Development Division

AG-2-MKT

Topliff, Sharon 751-3935
1616 Missouri Blvd., Jefferson City, MO 65102

Attorney General

ATG-1-OP

Watson, Hiram 751-3321
LePage, Kathy 751-3321
PO Box 899, Supreme Ct. Bldg., Jefferson City, MO 65102

Public Protection Division

ATG-2

Ball, Terry 751-6733
PO Box 899, 1700 Jefferson St., Jefferson City, MO 65102

Auditor

Smith, Barbara 751-4213
Heinrich, Barbara
PO Box 869, Truman Bldg. Rm. 880, Jefferson City, MO 65102

AUD-1

Department of Social Services**Children's Services**

Shear, Sue (Rep.) 751-4163
Capitol Bldg., Rm. 302B, Jefferson City, MO 65102

CHIL-1

Conservation Department**Public Affairs**

Love, Kathryn 751-4115 X246
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102-0180

CON-1

Conservationist Circulation

Bainer, Bertha 751-4115 X249
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-CIRC

Conservation Education

Pallidino, Al 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-ED

Fisheries Division

Borgwordt, Cindy 751-4115
PO Box 180, 2901 Truman Blvd., Jefferson City, MO 65109

CON-1-FISH

Forestry Division, Public Affairs

Hoskins, Will 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-FOR

Natural History Division

Chief 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-HIS

Planning Division

Dieffenbach, Bill 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-PLA

Protection Division

Contact 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-PRO

Wildlife Division

Torgerson, Oliver 751-4115 ex 150
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

CON-1-WI

Conservation Department (cont.)

Public Affairs

CON-2

Love, Kathryn 751-4115 X246
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102-0180

Corrections

CORR-1

Kniest, Tim 526-6482
PO Box 236, 2729 Plaza Dr., Jefferson City, MO 65102

Probation and Parole

CORR-1-PRO

Markham, Jim 751-2389 X527
PO Box 236, 2729 Plaza Dr., Jefferson City, MO 65102

Economic Development Department

Missouri Council on the Arts

ECON-1

Malecek, Pat 314-340-6845
Wainwright Complex, 111 N. 7th, St. Louis, MO 63101

Finance Division

ECON-3

Lawson, Larry 751-3395
Weider, Pat 751-3395
PO Box 716, Truman Bldg. Rm. 630, Jefferson City, MO 65102

Public Service Commission

ECON-5

Kelly, Kevin T. 751-9300
PO Box 360, Truman Bldg. Rm. 530, Jefferson City, MO 65102

Public Service Commission

ECON-6

Kelly, Kevin 751-9300
PO Box 360, Truman Bldg. Rm. 530, Jefferson City, MO 65102

Professional Registration

ECON-7

Singer, Randall 751-1081
Beck, Bob
PO Box 1335, 3605 Missouri Blvd., Jefferson City, MO 65101

Accountancy Board

ECON-7-ACCT

Craig, Pam 751-0017
3605 Missouri Blvd. Suite 340, PO Box 613, Jefferson City, MO 65102

Healing Arts Board,

ECON-7-HE

Conroy, Linda 751-0101
3605 Missouri Blvd., PO Box 613, Jefferson City, MO 65102

Tourism Division

ECON-8

Kappler, Steve 751-3208
PO Box 1055, Truman Bldg. Rm. 290, Jefferson City, MO 65102

Economic Development Department (cont.)

Tourism Division, CED

Arnold-Schuck, Kate 751-9050
Stephens, Tasha
Truman Bldg. Rm. 720, Jefferson City, MO 65101

ECON-8-FI

Public Information

Verslues, Becky 751-2741
PO Box 1157, Truman Bldg. Rm. 770, Jefferson City, MO 65102

ECON-9

Hawthorn Foundation

Farnen, Mark 751-4511
Crawford, Susanne
Truman Bldg. Rm. 680, PO Box 93, Jefferson City, MO 65102

ECON-9-HF

Housing Development

Wilson, Mellodie 816-756-3790
3770 Broadway, Kansas City, MO 64111

ECON-9-HO

Job Development & Training

Gibson, Julie 526-8229
2023 St. Mary's Blvd., Jefferson City, MO 65109

ECON-9-JOB

Public Counsel

Brooks, Doug 751-4857
Howard, Bonnie 751-5561
PO Box 7800, Truman Bldg. Rm. 250, Jefferson City, MO 65102

ECON-9-PUB

Missouri Technology Corporation

Borgmeyer, Bill 526-1366
Schroeder, Beverly 751-4946
PO Box 1157, Jefferson City, MO 65102

ECON-9-SCI

Missouri Women's Council

McDaniel, Sue 751-0810
PO Box 1684, 1442 Aaron Court, Jefferson City, MO 65109

ECON-9-WO

Elementary and Secondary Education Department

Morris, James 751-3469
PO Box 480, Jefferson Bldg. 6th Floor, Jefferson City, MO 65102

ED-1

Missouri School for the Deaf

Missouri Record Staff 314-592-4000
505 E. Fifth St., Fulton, MO 65251

ED-1-SP-DE

State Council on Vocational Education

Schlichting, Deedee 751-4384
1719 Southridge, PO Box 105216, Jefferson City, MO 65110

ED-1-VOC

General Assembly

Chief Clerk, House of Representatives

GA-1-HO-CLK

Burnett, Douglas W. 751-3829
Branson, Joan 751-4503
Capitol Bldg., Rm. 306c, Jefferson City, MO 65101

House Post Office - Bill Room Coordinator

GA-HO-PO

Underwood, Larry 751-4555
Capitol, Jefferson City, MO 65101

Senate Bills

GA-1-SEN

White, Phyllis 751-2966
Capitol Bldg., Jefferson City, MO 65101

House Research

GA-2-HO

Jackson, Darrell 751-2979
Owens, Judy
Capitol Bldg., Rm. B-38, Jefferson City, MO 65101

Legislative Research, Oversight Division

GA-2-LEG/OV

Talken, Jill 751-4143
Capitol Bldg., Rm. 132, Jefferson City, MO 65101

Legislative Library

GA-2-LIB

Rottmann, Anne 751-4633
Capitol Bldg., 3rd Floor, Jefferson City, MO 65101

Committee on Legislative Research, Revisor of Statutes

GA-2-REV

Loewenstein, Barbara 751-4223
Capitol Bldg., Rm. 117a, Jefferson City, MO 65101

Senate Research

GA-2-SEN

Morton, Tom 751-4666
Capitol Bldg., Rm. B-9, Jefferson City, MO 65101

Senate Appropriations Committee

GA-2-SEN-AP

Burgess, Robin 751-2893
Capitol, Jefferson City, MO 65101

Governor's Office

GOV-1

Sifford, Chris 751-3222
Fayman, Rachel
PO Box 720, Capitol Bldg. Rm. 218, Jefferson City, MO 65102

Health Department

HEA-1

Tordoff, Brian 751-6018
PO Box 570, 1730 E. Elm St., Jefferson City, MO 65102

Health Department (cont.)

Smoking, Tobacco, & Cancer Bureau

HEA-1-STC

Cooper, Linda 314-876-3233
Minor, Jeff
201 Business Loop 70 West, Columbia, MO 65203

Higher Education

Coordinating Board

HI-1

Sweet, Arleene 751-1797
3515 Amazonas Dr., Jefferson City, MO 65109

Higher Education Department, UMC, State Historical Society

HI-2

Wibbenmeyer, Joan 314-882-7083
1020 Lowry St., Columbia, MO 65201

Southwest Missouri State University, Career Planning and

HI-4

Compton, Lynn 417-836-5636
Green, Carol
309 Carrington, 901 S. National Ave, Springfield, MO 65804

Southwest Missouri State University, Ctr. for Econ. Research

HI-4-ECON

Bell, Joe A.
901 South National Avenue, Springfield, MO 65804

Highway and Transportation Department

Public Affairs

HIGH-1

Muck, Sue 751-1375
~~Lueckenoff, Carol~~
P0 Box 270, Capitol & Jefferson, Jefferson City, MO 65102

Public Affairs

HIGH-2

~~Muck, Sue~~ 751-1375
~~Lueckenoff, Carol~~
P0 Box 270, Capitol & Jefferson, Jefferson City, MO 65102

Insurance Department

Public Information

INS-1

Kuschel, Jackie 751-3163
PO Box 690, Truman Bldg. Rm. 630, Jefferson City, MO 65102

Judicial Branch

State Courts Administrator

JUD-1

Lehmen, Barbara 751-3585
PO Box 104480, Jefferson City, MO 65110

Judicial Branch (cont.)

Judicial Finance Commission

JUD-1-FI

Doud, Robert C. 751-4144
Key, Betty
PO Box 150, Supreme Ct. Bldg., Jefferson City, MO 65102

State Public Defender Office

JUD-1-PD

Jones, Kathleen L. 526-5210
231 E. Capitol, Jefferson City, MO 65101

State Courts Administrator, Statistics

JUD-1-STAT

Bernskoetter, Stephanie 751-4377
1105-r Southwest Blvd., Jefferson City, MO 65109

Missouri Bar

JUD-2

Birkes, Keith A. 635-4128
PO Box 119, 326 Monroe St., Jefferson City, MO 65102

Lieutenant Governor

Public Information

LG-1

Robinson, John 751-0382
Capitol Bldg. Rm. 121a, Jefferson City, MO 65101

Labor and Industrial Relations Department

Employment and Security

LI-1

Chilcutt, Jim H. 751-3193
Mahon, Arlon 751-5193
421 E. Dunklin St., PO Box 59, Jefferson City, MO 65104

Human Rights Commission

LI-2

Cavitte, Donna 751-1966
PO Box 1129, 3315 W. Truman Blvd., Jefferson City, MO 65102

Governor's Council on Disability

LI-3-DI

Borgmeyer, Donna 751-2600
PO Box 1668, 3315 W Truman Blvd., Jefferson City, MO 65102

Labor Standards

LI-3-LA

Loveall, Bonnie 751-3403
Henry, Evelyn
PO Box 449, 3315 W. Truman Blvd., Jefferson City, MO 65102

Labor and Industrial Relations Commission

LI-3-LIRC

~~Gliburn, Kay~~ 751-2461
PO Box 599, 3315 W. Truman Blvd., Jefferson City, MO 65102

Mediation Board

LI-3-MED

Brady, Francis 751-3614
PO Box 591, 3315 W. Truman Blvd., Jefferson City, MO 65102

Labor and Industrial Relations Department (cont.)

Workers Compensation

Troesser, Debbie 751-4231
PO Box 58, 3315 W. Truman Blvd., Jefferson City, MO 65102

LI-3-WRK

Missouri Commission on Intergovernmental Cooperation

Pohl, Lois 751-4834
Truman Bldg., Rm. 760, PO Box 809, Jefferson City, MO 65102

LOC

Mental Health Department

Public Affairs

Bax, Bob 751-4423 or 3070
Wolken, Kim
1706 E. Elm Street, Jefferson City, MO 65102

MH-1

St. Joseph State Hospital

Glore, George 816-232-8431 ex 317
Hopkins, Myrna 816-387-2300 ex 1411
PO Box 263, 3400 Frederick Ave., St. Joseph, MO 64506

MH-2

Management and Productivity

Kampeter, Carolyn 751-8639
Swanigan, Carolyn
Truman Bldg., Rm. 350, Jefferson City, MO 65102

MP

Conservation & Natural Resources Departments

Missouri Natural Areas

Thom, Richard 751-4115
Kramer, Karen 751-4115
PO Box 180, 2901 W. Truman Blvd., Jefferson City, MO 65102

NAC-1

Natural Resources Department

Environmental Quality

Bungart, Renee 751-4465
PO Box 176, Jefferson Bldg. 11th, Jefferson City, MO 65102

NR-1

Air Pollution Control Program

Gerald (Jerry) Howard 751-4817
Moberly, Julie
PO Box 176, Jefferson Bldg., Jefferson City, MO 65102

NR-1-AI

Waste Management Program

Northup, Karen 751-3176
PO Box 176, Jefferson Bldg. 13th, Jefferson City, MO 65102

NR-1-WM-HA

Natural Resources Department (cont.)

Geology and Land Survey

Sheffield, Terry 573-368-2125
PO Box 250, Rolla, MO 65402

NR-2

Geology and Land Survey

Weaver, Dwight 573-368-2118
PO Box 250, Rolla, MO 65402

NR-2-A

Energy Division

Brogdon, Ken 751-5953
1500 Southridge Dr., PO Box 176, Jefferson City, MO 65102

NR-3

State Parks Division

Rucker, Booker 751-6510
101 Adams St., PO Box 176, Jefferson City, MO 65102

NR-4

Historic Preservation,

Grace, Karen 751-7959
PO Box 176, Jefferson Bldg., Jefferson City, MO 65102

NR-4-HI

Outdoor Recreation

Travis, Loretta 751-8560
PO Box 176, 101 Adams, Jefferson City, MO 65102

NR-4-OU

Administrative Support

Scott, Joe 751-3443
PO Box 176, Jefferson Bldg. 11th, Jefferson City, MO 65102

NR-5

Environmental Improvement And Energy Resources

Welch, Tom 751-4919
PO Box 744, 325 Jefferson St., Jefferson City, MO 65102

NR-5-EIERA

Occupational Information Coordinating Comm.

Raithel, Kay 751-3800
Wignall, Cheri
400 Dix Road, Jefferson City, MO 65109

OI-1

Public Safety Department

Adjutant General

(Cruts, Dennis) 526-9630
2302 Militia Dr., Jefferson City, MO 65101-1203

PS-1

State Emergency Management Agency

Ed Gray ~~751-9574~~ 6-9131
Stonner, Susan 526-9136
PO Box 116, 2302 Militia Dr., Jefferson City, MO 65102-0116

PS-1-SEMA

Public Safety Department (cont.)

Missouri Veterans Commission

Knipp, Janet 751-3779
1719 Southridge Dr., PO Drawer 147, Jefferson City, MO 65102

PS-1-VET

Highway Patrol, Information & Education

Bax, Kerry 751-3313 X115-8444
PO Box 568, 1510 E. Elm St., Jefferson City, MO 65102

PS-3

Statistical Analysis Center

Carso, Marty 751-3313
1510 E. Elm, Jefferson City, MO 65101

PS-3-SAC

Public Information

Contact 751-4905
PO Box 749, Truman Bldg. Rm. 870, Jefferson City, MO 65102

PS-4

Fire Safety Division

Contact 751-2930
Meller, Kimberly
1709 Industrial Dr., Jefferson City, MO 65102

PS-4-FS

Missouri Gaming Commission

Bailey, Harold 314-340-4406
11775 Borman Dr., St. Louis, MO 63146

PS-4-GC

Highway Safety Division

Farris, Kris 751-4161
1719 Southridge Dr., Jefferson City, MO 65109

PS-4-HI

Liquor Control Division

Jones, Janice 751-2333
PO Box 837, Truman Bldg. Rm. 870, Jefferson City, MO 65102

PS-4-LI

Water Safety Division

Bartley, Melba 751-3333
PO Box 603, Truman Bldg. Rm. 870, Jefferson City, MO 65102

PS-4-WA

Retirement System, Missouri State Employees, Manager of RET-1

Upschulte, Tracy 751-2342
Weaver, Denise
906 Leslie Blvd., PO Box 209, Jefferson City, MO 65102

Revenue Department

Administration/Director's Office

Dinolfo, R. Kay 751-8222
Truman Bldg. Rm. 660, PO Box 311, Jefferson City, MO 65102

REV-1

Revenue Department (cont.)

Lottery Commission

REV-1-LO

Shoemaker, Shay 751-4050
PO Box 1603, 1823 Southridge Dr., Jefferson City, MO 65105

Motor Vehicle and Drivers Licensing

REV-1-MO

Bemboom, Jackie 751-0358
Truman Bldg 4th. Floor, Jefferson City, MO 65105-0200

Taxation Division

REV-1-TX

Powell, Dean 751-3651
Truman Bldg. Rm. 330, Jefferson City, MO 65105

Revenue Department, State Tax Commission

REV-1-TXC

Kaiser, Rose 751-2414
PO Box 146, 621 E. Capitol, Jefferson City, MO 65102-0146

Retirement System of Missouri, Public School, Executive

SCH-1

Douglas, Mary Lou 634-5290
PO Box 268, 701 W. Main, Jefferson City, MO 65102

Social Services Department

Aging Division

SOC-1

Shoop, Nancy 751-3082
PO Box 1337, 615 Howerton Ct., Jefferson City, MO 65102

Family Services Division

SOC-2

Public Information 751-3221
PO Box 88, 615 Howerton Ct., Jefferson City, MO 65102

Family Services Division

SOC-2-CHIL

PO Box 88, 615 Howerton Ct., Jefferson City, MO 65102

Office of Communications

SOC-3

Hendricks, Debra 751-3770
PO Box 1527, Broadway Bldg. 2nd F, Jefferson City, MO 65102

Research and Evaluation

SOC-3-RE

Harrison, Kathy *Kay Tucker* 751-3060
PO Box 1527, Broadway Bldg. 2nd F, Jefferson City, MO 65102

Youth Services Division

SOC-3-YO

Frazier, Mary 751-2799
PO Box 447, Broadway Bldg. 5th F, Jefferson City, MO 65102

Secretary of State

Publications Division

Arnold, Terrie 751-4103
PO Box 778, 600 West Main St., Jefferson City, MO 65102

SS-1

Secretary of State, Administrative Rules Division

Ahrens, Steve 751-4015
Northway, Edwynna 751-4218
PO Box 778, 600 West Main St., Jefferson City, MO 65102

SS-1-ADM

Secretary of State, Elections

Cheshire, Debbie 751-4875
Freeman, Margaret 751-2301
PO Box 778, 600 West Main St., Jefferson City, MO 65102

SS-1-EL

Records and Archives Division

Perkins, Joanna 751-4225
PO Box 778, 600 West Main St., Jefferson City, MO 65102

SS-1-RE

Records and Archives Division, Local

Morrow, Lynn D. 751-2212
PO Box 778, 600 West Main St., Jefferson City, MO 65102

SS-1-RE-LOC

Missouri State Library

Finley, John 751-3075
Dunlap, Bryan 526-7649
Hager, Leann 526-1143
600 West Main, PO Box 387, Jefferson City, MO 65102

SS-2

Treasurer's Office

Daues, Joe 751-2411
PO Box 210, Capitol Bldg. Rm. 229, Jefferson City, MO 65102

TR-1

Distribution and Mailing

Depository publications are mailed from the Missouri State Library every second Tuesday. Each shipment is accompanied by a shipping list. Documents are shipped with the following type of label:

LIBRARY MATERIAL	P48
MISSOURI DOCUMENTS DEPOSITORY LIBN	
LIBRARY	
JEFFERSON COLLEGE	
1000 VIKING COLLEGE	
HILLSBORO MO 63050	

Please make sure the mailroom knows where to direct packages and letters addressed to "MO Depository Docs. Libn."

Direct Distribution

A few publications are mailed direct to depositories by the agencies. The *Missouri Register*, published by the Secretary of State, is mailed directly from Columbia where it is published bi-monthly. The *Missouri Conservationist* is also mailed directly to the depositories. The shipping lists will indicate any publications that have been sent out directly from the issuing agency.

Receiving and Claiming

When depository shipments are received, each document must be marked with (1) date of receipt and (2) indication that this is a Missouri Depository document. A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures and to help estimate the time of the next edition or issue of a publication.

Full depositories should receive every document listed on the shipping list. Full depositories and partial depositories should compare the shipping list number to the number of the last shipment received to make sure that an entire shipment has not been lost in the mail. If a shipment is missing, claim the documents from the State Documents Librarian. If the shipment arrives after claiming, be sure to notify the State Library immediately. Claims can be sent either by phone, mail, or e-mail.

Partial depositories have selected the classes of publications they wish to receive from approximately 50 choices. Since no two of the 24 partial depositories will receive the same documents in any given week, careful checking of shipping lists is necessary. Agencies often have only a limited supply of their publications, so please notify the State Library immediately of any publications missing from a shipment.

Each partial depository receives each year a *Depository Selections* list showing agency codes for the categories of publications which it has chosen to receive during the coming year. This list is essential to the checking in of depository shipments. Following this section is a suggested procedure for checking in shipments. (Libraries which are also Federal depositories will already be familiar with this procedure).

Sample Check-In Procedure

1. In the "Code" column, circle or check the codes for publications which should be received, including all CORE items and any code which the library has selected.
2. The sample library should expect to find in its shipments all publications circled. To check this, compare the documents received to the titles on the shipping list, and make a second mark by the codes for those received.
3. If a document is received for a code which was not on the library's selection list, please return it to the state library. Attach a note to the documents returned stating "Received in Error under Agency Code _____", or something similar, with the name and address of the library.
4. If a document is missing, contact the State Library either by mail, phone, or e-mail and include the following information:
 - A. Shipping list number
 - B. Date of shipping list
 - C. Agency code number
 - D. Title of the missing document

The State Library will correct the problem as soon as it is able. Please mail all claims within 10 days of receipt of the shipment.

Sample Shipping List (shown after check-in)

MISSOURI DEPOSITORY DOCUMENTS SHIPPING LIST		
SHIPMENT #522	STATE DOCUMENTS PROGRAM MISSOURI STATE LIBRARY P.O. BOX 387 JEFFERSON CITY, MO 66102 314-751-3075	
DATE: July 25, 1995		
PAGE 6 OF 6		
CODE	TITLE	CLASSIFICATION
	<u>MISSOURI STATE EMPLOYEES' RETIREMENT SYSTEM</u>	
RET-1	MOSERS benefits review, Summer 1995	RET 11:995/summer
	<u>SECRETARY OF STATE</u>	
	<u>Administrative Rules Division</u>	
	Missouri Register, Vol. 20, No.14, July 17, 1995.	SS.Ad 10:20/14
	NOTE: This issue is not included in this shipment but has been mailed direct by the Dept.	
	<u>State Library</u>	
	Directory of Missouri Libraries: Public, Special, College and University Libraries, 1995, 1995. 59 p.	SS.Li 4:L 61/995

Classification

Adoption of the Missouri State Documents Classification scheme is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to integrate all documents completely into their main collections, however, most depository libraries use the Missouri Classification scheme. Even if cost were not a factor, many feel that a separate collection has advantages for patrons interested in Missouri government publications. Use of the Missouri Classification scheme allows documents to be placed on the shelf immediately upon receipt.

A separate booklet, *Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Division* (Jan. 1977), explains the principles of the Missouri classification. Class numbers appear on shipping lists and in the monthly *Missouri State Government Publications* checklist. A separate listing by classification number for serials is also available. Depository libraries are encouraged to notify the State Documents Librarian of apparent errors in the assignment of new classification numbers.

For the convenience of depository libraries which wish to classify Missouri documents into Dewey or L.C., suggested classification numbers appear on the shelf list cards sent to depository libraries. (See next section).

OCLC Cards

Utilizing the OCLC system, the State Library attempts to supply a main entry card for each new serial and monograph distributed. Cards are mailed to depository libraries in the regular bi-weekly shipments. Each shelf list card contains the Missouri documents number in the call number position; the main entry and full descriptive cataloging according to AACR2r88; necessary notes, including the Agency Code under which the documents was distributed and suggested Dewey and LC classification numbers; Library of Congress subject headings; and added entries. By using the OCLC number which appears on each card, libraries which are OCLC members can produce full sets of catalog cards for selected documents.

At this time, the State Library has not been active in producing OCLC cards, but it intends to restart this process soon. Because of this, other libraries sometimes enter Missouri documents into OCLC before the State Library does. We encourage this as long as 1) the cataloging complies with AACR2r88; 2) the 037 field contains the agency code (found in shipping list); 3) the 086 field is completed according to OCLC Books Format Rules. The third requirement is most important. The 086 field should include the MoDocs classification number in subfield a and the word modocs (in small letters) in subfield 2. Please begin the classification number with the agency class (i.e. ECON) rather than the letters MO.

Documents are catalogued according to the second edition of the *Anglo-American Cataloging Rules*. This means that sometimes the main entry does not show the hierarchy of the issuing agency, or the main entry may even be a personal author or titles. At the request of the depository libraries, the cataloger inputs an added entry for each document showing the hierarchy of the agency publishing the document if below departmental level. This is usually an "incorrect" AACR entry. Therefore, the entry appears on the shelf list card, but does not remain in the permanent OCLC data base. As a result, libraries which wish to produce a full set of cards for a particular document must input the agency entry itself if it wishes it to appear on its cards. This entry is input in the 710 fields.

The following page gives samples of OCLC main entry cards for a serial and monograph. For questions concerning the cataloging of state documents contact the State Documents Librarian.

Missouri documents #	DOC	Basics of economic development. --
Agency code	MO	Jefferson City, Mo. : Missouri Dept.
	ECON	of Economic Development, [1990?]
	2:B 29/	iii, 336 p. : ill., forms ; 28 cm.
	990	Title from cover.
		"The Missouri advantage"--Cover.
		Agency code: ECON-9.
LC subject headings		1. Missouri--Economic conditions. 2. Missouri--
		Economic policy. I. Missouri. Dept. Of Economic
		Development.
Card production date		
OCLC control number	Mo	07 SEP 90 223341539 MOLDsl

	DOC	
	MO	
	CON	
	10:v./no.	
		Missouri conservationist. V. 1- July 1938- [Jefferson City, Missouri Dept.
		Of Conservation, etc.]
		v. Ill., ports., maps 28 cm. Other title: Conservationist
		Frequency varies.
Special serials note		Vols. For 1938-Aug. 1965 issued by the Missouri Conservation
		Commission; Sept. 1965- by the Missouri Dept. Of
		Conservation.
Suggested LC & Dewey numbers		For holdings see DOCUMENTS RECORD.
		LC# SK351 ; DDC# 799
		Agency code: Con-1. (Part of this card is omitted)

	DOC	
	MO	
	CON	
	10:v./no.	
		Missouri conservationist. ...[Missouri Dept. Of Conservation, etc.]
		(Card 2)
		1. Wildlife conservation--Periodicals. 2. Wildlife conservation--
		Missouri--Periodicals. 3. Hunting--Periodicals. 4. Fishing--Periodicals.
Correct added entry for agency		I. Missouri. Conservation Commission. II. Missouri. Dept. Of
		Conservation. III. Title:Conservationist
Incorrect added entry for agency		

Shelf List Cards

Unless state documents are fully integrated into the library's regular collection, a shelf list showing the location of all state documents is highly desirable. Otherwise, control over publications is difficult. If the Missouri classification is used, the shelf list can be arranged by MoDoc number. If the classification scheme is not used, the shelf list can be arranged by agency. The shipping list which accompanies documents provides the necessary information about issuing agencies.

Even if the OCLC cards are used as shelf list cards, it may be helpful to prepare temporary shelf cards for use until the OCLC cards arrive. Separate check-in cards will be needed for serials, even with OCLC main entry cards. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number (MoDoc, Dewey, or L.C.)
2. Issuing agency
3. Title
4. Frequency, if serial
5. Source (If non-depository state documents are included in the file, distinguish them from depository documents.)
6. Shelving location, if not indicated by call number.

Other options that might be helpful are routing instructions and binding information.

The format of check-in records is up to each library. On the next page are samples of shelf cards.

Basics of economic development. 1990.
36 p.

Monographs

SS.Li
1:yr.

1971	1981	1991	2001	2011	2021	2031	2041	2051
1972	1982	1992	2002	2012	2022	2032	2042	2052
1973	1983	1993 ✓	2003	2013	2023	2033	2043	2053
1974	1984	1994 ✓	2004	2014	2024	2034	2044	2054
1975	1985	1995	2005	2015	2025	2035	2045	2055
1976	1986	1996	2006	2016	2026	2036	2046	2056
1977	1987	1997	2007	2017	2027	2037	2047	2057
1978	1988	1998	2008	2018	2028	2038	2048	2058
1979	1989	1999	2009	2019	2029	2039	2049	2059
1980	1990	2000	2010	2020	2030	2040	2050	2060

Annual

MO
CON
10'v /#

Missouri conservationist

Year Vol. Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

[illegible]

Monthly

Title File

A title file can be extremely valuable, especially as a collection grows. The State Library maintains a title file for state documents with cards that show limited information, usually just the title and MoDoc number. For more information, the MoDoc number leads to the detained shelflist file. Examples of a title file card for both a serial and pamphlet are given below.

Serial:

Missouri conservationist	MO CON 10:v./#
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Pamphlet:

Using reduced herbicide rates for weed control in soybeans. HI.UMC/Ex	MO 10:686
Department of Higher Education. University of Missouri-Columbia. Extension Division.	
August 1994. 9 p.	

Retention of Documents

According to the standards for depository libraries, a depository library shall:

Dispose of publications only in accordance with policies established by the State Library.
Depository publications remain the property of the State Library. --6 CSR 20-2.020 (2) (I)

Withdrawal Policy

In October 1980, the Missouri State Library established some broad guidelines for withdrawal of depository publications by full and partial depository libraries.

Full depository libraries shall retain depository publications for five (5) years from date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After five (5) years, full depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library.

Partial depository libraries shall retain depository publications for one (1) year from the date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After one (1) year, partial depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library. No publication which appears annually or less often may be withdrawn unless a more recent edition has been received through the depository system, except by permission of the Missouri State Library.

If a library does have monographs or materials with value of which it wishes to dispose, please send a list of the items including the title, year, and issuing agency to the State Library. These lists can be sent by the most convenient method (mail, e-mail, or fax). The State Library will review the list as quickly as possible as to not delay the depositories in their weeding projects. Basically, the State Library is looking for items that will fill gaps in its own collection.

Reference Assistance, Circulation and Interlibrary Loan

The standards for depository libraries state that a library shall:

- (A) Provide reference assistance in the use of state publications to any Missouri resident.
Circulation of the publications is encouraged.
 - (B) Provide interlibrary loan service for state publications to any Missouri resident.
- 6 CSR 20.020 (2) (A) & (B)

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference; for example, the *Code of State Regulations* and the *Official Manual*.

Libraries are encouraged to request state documents which they do not have from the State Library or another depository. Also, do not hesitate to call or write the State Library with reference requests about state government. Even if the answer is not available in published form, the staff will contact state agencies to obtain as much information as possible. Call the State Documents Librarian at 751-3075 or 526-7649.

Requests for Additional Copies of Depository Items

If copies of depository items are requested from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied were distributed. For example, "Although we received one copy of this publication through the depository library system, an additional copy is needed..." or "The copy which we received through the depository program has been stolen..."

Non-Depository Documents

Libraries are, of course, free to handle state documents which are not distributed through the depository system any convenient way. It will be helpful if a copy of the title page of any new document received that does not show up on any shipping lists be sent to the State Documents Librarian so the document can be acquired for the depository program.

Conclusion

The continued success of the depository program would not be possible without the great cooperation of all of the libraries and librarians involved. If you have any suggestions or comments please let someone on the depository staff know.

John Finley
jfinley@mail.more.net
(314) 751-3075

Bryan A. Dunlap
bdunlap@mail.more.net
(314) 526-7649

Leann Hager
lhager@mail.more.net
(314) 751-1824

State Documents Program
Missouri State Library
P.O. Box 387
Jefferson City, MO 66102

Agency Code List 1996

Following is a list by agency of all of the categories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed usually will range from 18-45.

<u># of</u> <u>Copies</u>	<u>Agency</u> <u>Code</u>	
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Office of Administration

29	AD-1	Accounting Division
37	AD-2	Budget & Planning Division
28	AD-3	Personnel Division
26	AD-4	Remainder of Office of Administration. Central Purchasing; Purchasing; Design & Construction; Data Processing and Telecommunications; Administrative Hearing Commission; Health and Education Facilities Authority; Missouri Ethics Commission; Children's Trust Fund

Agriculture Department

33	AG-1	Missouri Agricultural Statistics Office NOTE: Formerly Crop & Livestock Reporting Service
27	AG-2	Remainder of Agriculture Department. All divisions and Central Office.

Attorney General

33	ATG-1	Attorney General
43	ATG-2	Consumer Protection Division

Auditor

24	AUD-1	Auditor
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Children's Services Commission

35	CHIL-1	Children's Services Commission
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Conservation Department

42	CON-1	Conservation Department - General Publications on hunting and fishing; wildlife; forestry; rare and endangered species; hiking trails; etc.
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**# of
Copies Agency
Code**

Conservation Department

28 CON-2 Conservation Department - Technical
Technical reports from Fisheries, Forestry, and
Wildlife Divisions.

Corrections Department

33 CORR-1 Corrections Department
Includes Division of Adult Institutions & Board
of Probation and Parole.

Economic Development Department

37 ECON-1 State Council on the Arts

30 ECON-3 Finance Division

38 ECON-5 Public Service Commission
All publications except Reports

27 ECON-6 Public Service Commission - Reports

41 ECON-7 Professional Registration Division

42 ECON-8 Tourism Division

45 ECON-9 Remainder of Economic Development Department.
Includes Central Office, Credit Unions Division; Housing Development
Commission; Public Counsel; Council on Women's Economic
Development & Training; Small Business Office; Missouri Corporation
for Science & Technology; Job Development & Training Division; Film
Commission.

Elementary & Secondary Education Department

43 ED-1 Elementary & Secondary Education Department

General Assembly

40 GA-1 Bills and Journals

30 GA-2 Other publications of the General Assembly.

**# of
Copies Agency
Code**

Governor

39 GOV-1 Governor

Health Department

43 HEA-1 Health Department

Higher Education Department

43 HI-1 Higher Education Department - Central Office

44 HI-2 State Historical Society

37 HI-4 Institutions of Higher Education

Highway & Transportation Department

35 HIGH-1 Highway & Transportation Department - General Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard specification; brochures; other publications.

20 HIGH-2 Highway & Transportation Department - Technical Research reports on technical aspects of highway construction.

Insurance Department

40 INS-1 Insurance Department
(Formerly ECON-4)

Judicial Branch

31 JUD-1 Judicial Department

44 JUD-2 Missouri Bar

Labor Industrial Relations Department

45 LI-1 Employment Security Division

41 LI-2 Human Rights Commission

29 LI-3 Remainder of LIR Department. Includes Central Office; Committee on the Employment of the Handicapped; Labor Standards Division; Workers' Compensation Division; Mediation Board.

**# of Agency
Copies Code**

Lieutenant Governor

27 LG-1 Lieutenant Governor

Mental Health Department

43 MH-1 Mental Health Department

26 MH-2 State Mental Health Institutions

Natural Areas Committee

40 NAC-1 Natural Areas Committee

Natural Resources Department

43 NR-1 Environmental Quality Division

35 NR-2 Geology & Land Survey Division - General

26 NR-2-A Geology & Land Survey Division - Technical
Technical reports and news releases

39 NR-3 Energy Division

42 NR-4 State Parks Division

38 NR-5 Remainder of Natural Resources Department.
Includes Central Office; State Environmental Improvement and Energy Resources
Authority.

Missouri Occupational Information Coordinating Committee

39 OI-1 Missouri Occupational Information Coordinating Committee

Public Safety Department

28 PS-1 Adjutant General
Includes Disaster Planning Office; National Guard

37 PS-3 Highway Patrol, includes Statistical Analysis Center (SAC)

33 PS-4 Remainder of Public Safety Department.
Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control
Division; Water Safety Division; Advisory Group on Juvenile Justice and Delinquency
Prevention; Missouri Veterans Commission, Missouri Gaming Commission.

**# of Agency
Copies Code**

Missouri State Employees Retirement System

27 RET-1 Missouri State Employees Retirement System

Revenue Department

42 REV-1 Revenue Department
Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission, Lottery Commission, Horse Racing Commission.

Public School Retirement System

23 SCH-1 Public School Retirement System

Social Services Department

43 SOC-1 Aging Division

43 SOC-2 Family Services Division

37 SOC-3 Remainder of Social Services Department.
Includes Planning & Budget Division; State Health Planning Division; Youth Services Division; Data Processing, and Child Support Enforcement.

Secretary of State

45 SS-1 Secretary of State

41 SS-2 State Library

Treasurer

32 TR-1 Treasurer

